

REQUEST FOR PROPOSAL

Addendum # 2



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: August 16, 2006

RFP Title: **King County Re-Entry Case Management Services**

Requesting Dept./ Div.: **King County Department of Adult & Juvenile Detention – Community Corrections Division**

RFP Number: **144-06CMB**

REVISED Due Date: August 24, 2006 – no later than 2:00 P.M.

Buyer: Cathy M. Betts, cathy.betts@metrokc.gov (206) 263-4267

This addendum is issued to revise the original Request for Proposal, dated July 27, 2006 as follows:

1. The proposal opening date has **been changed** from Thursday, August 17, 2006 to Thursday, August 24, 2006, no later than 2:00 p.m. exactly.

The following information is provided in response to late questions received:

Q1: As quoted in Addendum I, "At a minimum, a portion of rent (utilities included) should be reflected in the budget." There was no amount for rent, partial or full, given any of the documents of the RFP. We would need to know the County's rate in order to reflect it in our budget. Please provide this information.

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TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDENDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title (Please Print)	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

A1: Clarification of Question 8 in Addendum 1.

Q8: Scope of work, Part 4, section I, talks about work space at CCD. Q) Is there currently an estimate of when space might be available? Also, will there be costs involved (such as rent, utilities, furniture, equipment etc) that should be reflected in the budget?

A8: *It is the intent of the County to have the successful applicant established “work space” within CCD for efficient and effective collaboration between Jail/CCD based agents. Work space, in this context, means space, such as an office, within CCD that is available solely to the successful applicant whereby the applicant can conduct a portion of their business, conveniently, in addition to space they may have elsewhere. It is not the intent of the County to have the agency establish their entire operation within CCD. Should the successful applicant (at its own discretion) decide to establish the entire operation within CCD, the entire cost of rent should be reflected in the budget? Space is currently available. At a minimum, a portion of rent (utilities included) should be reflected in the budget. Furniture will not be a cost, unless the successful applicant establishes their entire operation within CCD (at its own discretion). However, other operational cost such as technology and telecommunications may be a cost. This can be resolved during the contract development phase.*

In the previous response above, it was stated, “... should the successful applicant (at its own discretion) decide to establish the entire operation within CCD, the entire cost of rent should be reflected in the budget.” A revision to that statement is that only partial cost of the rent should be reflected in the budget.

For clarification, as stated in the RFP, it is not mandatory for the successful applicant to establish work space (as previously defined) or their entire operation within CCD. The successful applicant is merely encouraged to establish work space within CCD. The County assumes that it would be advantageous to the County, successful applicant and the intended population this program is to serve, to establish work space within CCD. The intent of establishing work space within CCD is for accessibility to the program by clients and jail/CCD based agents. Establishing work space within CCD is prevalent to the program’s close proximity to the Department of Adult and Juvenile Detention and the Department of Community and Human Services programs/services.

To further clarify, work space can further be defined as a county-owned, single work area, such as an office, for no more than two (2) program staff at a time. The County’s reference to entire operations means work space needed for more than two (2) program staff at a time and that the successful applicant does not have office space established elsewhere.

Space is available to establish work space for a maximum of two (2) program staff at a time; however space is not be immediately available for work space for more than two (2) program staff at a time and the establishment of the successful applicant’s entire operations.

For the purpose of establishing work space within CCD in a County owned facility, should it be available, the County would pay half of the rent and the successful applicant would be responsible for the cost of the other half of the rent, estimated at \$10 per square foot. However, for the purpose of establishing their entire operations (at the successful applicant’s own discretion) within CCD in a County owned facility, the cost to the successful applicant would be estimated at \$20 per square foot. The approximate size of the available work space is approximately 200 square feet. Approximate size, as it relates to establishment of the successful applicant’s entire operations, must be determined by the submitter since it depends on their needs.

In addition, for the existing work space that is available, furniture costs are not being transferred to the successful applicant. However, should the successful applicant determine that the existing furniture in the existing space work space does not meet their needs; the successful applicant will then be responsible for the cost of replacing that furniture.

Q2: In Addendum 1, a question was asked regarding letters of support and memorandums of agreement (Q4). In the first paragraph of the County's answer, it stated "References in this context mean 'recipients of a service' inasmuch that both collaborators and partners are providers of the service." This appears to refer to our clients, who would be the recipients of our services. As we believe that it would be unethical, in a number of ways, to ask our clients for references, we could use clarification as to the County's expectation in this area.

A2: *The County does not mean "clients" when referring to recipients in this context, but rather the County means any purchaser of goods and/or services such as an organization the submitter was hired/employed by, the submitter was contracted for as a vendor, or, if costs were not a factor, the entity that entered into a Memorandum of Understanding, Memorandum of Agreement, an interagency agreement or other agreement where the submitter was required to provide a service.*